IPA v.2 – User Manual

International Operations
2/11/2010

Section 1: Creating HAWBs and MAWBs 3
Shipper, Consignee & Third Party Information 5
Shipping Instructions 6
Pieces and Weight 8
Origin and Destination Information 8
Routing Instructions and Shipment Status 10
Official Pilot Air Freight Use Only 11
Saving HAWB & Validation Emails, HAWB#'s and Reference #'s 12
Extra Features – Add/View Attached Documents & Trace Notes 12
MAWB Entry 13
Destination Agent / DTC 14
Routing Instructions 14
Flight / Voyage / Truck Details 15
Terms of MAWB 16
Handling Information 16
Financial Information (Accounting Informaion) 16
Handling Instructions/Notify Party 16
Attaching HAWBs to a MAWB 17
MAWB Details 18
MAWB Status 18
Official Pilot Air Freight Use Only 19
Section 2: Tracking / Updating / Reporting 20
Tracking by the Numbers 21
Tracking by Origin / Destination 21
IPA Reports 265

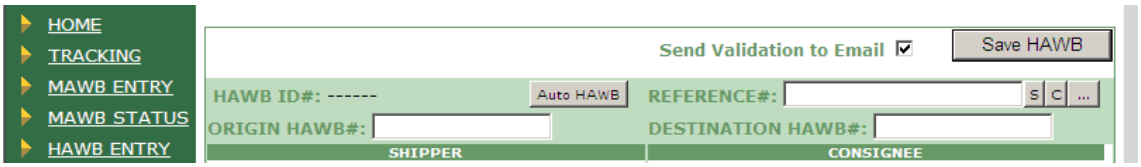
Section 1: Creating HAWBs and MAWBs

Creating a HAWB

(Exhibit 2-1)

The MAWB Entry screen is accessed by selecting **HAWB ENTRY** option on the menu bar.

Note: *Do not to use your browser's* Back, Forward *or* Refresh *buttons unless you have saved your information first!*



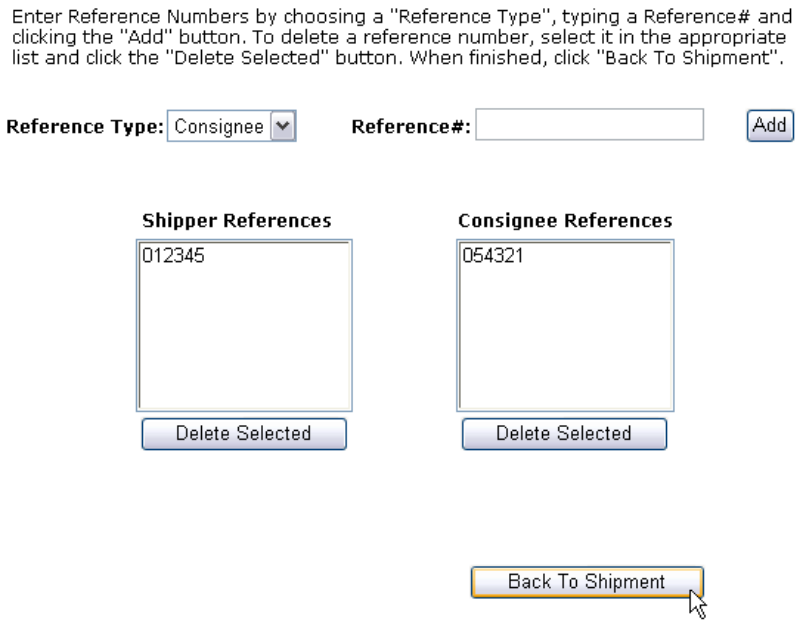
(Exhibit 2-2)

Assign a waybill# (HAWB) in the "ORIGIN HAWB#" field or use the "Auto HAWB" feature to assign a preloaded HAWB #. The IPA will generate a HAWB ID# which can be used by all parties to track the shipment.

The next step is to enter information in the "REFERENCE#" field. This could be anything, but is typically an internal code referring to the parties involved in the shipment (i.e., invoice # or P.O. #). Codes can be entered for both the Shipper (S) and Consignee (C). There are two ways to enter your information:

1. Type the appropriate information in the "REFERENCE#"field and click on "S" or "C" to assign to the Shipper or Consignee.

OR

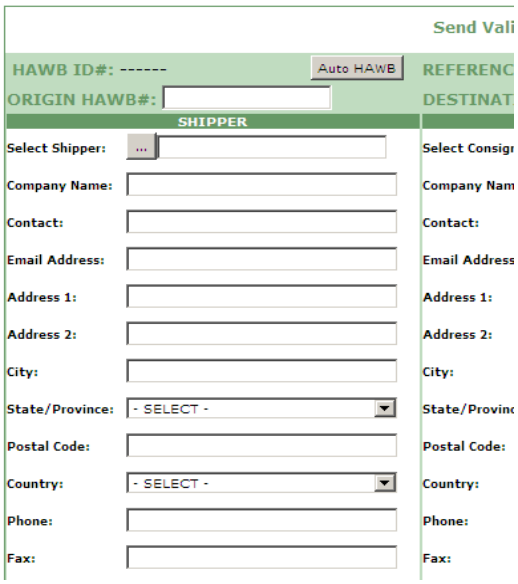

Enter Reference Numbers by choosing a "Reference Type", typing a Reference# and clicking the "Add" button. To delete a reference number, select it in the appropriate list and click the "Delete Selected" button. When finished, click "Back To Shipment".
Reference Type: Consignee
Reference#:
Add
Shipper References
012345
Delete Selected
Consignee References
054321
Delete Selected
Back To Shipment

(Exhibit 2-3)

2. Left-click on the ... button next to "REFERENCE#":
    a. When the Reference# screen appears, follow the directions at the top of the screen to add or delete Shipper and Consignee Reference #'s for the shipment

Shipper, Consignee & Third Party Information

The Shipper, Consignee, and Third Party can be typed directly into the fields or selected from the Corporate database. When manually entering the information it is important to select the "Country." The "Country" is used to assign the partner *(Exhibit 2-9)* in later fields. All new entries are automatically matched and saved in the Corporate database after the shipment is recapped.



(Exhibit 2-4)

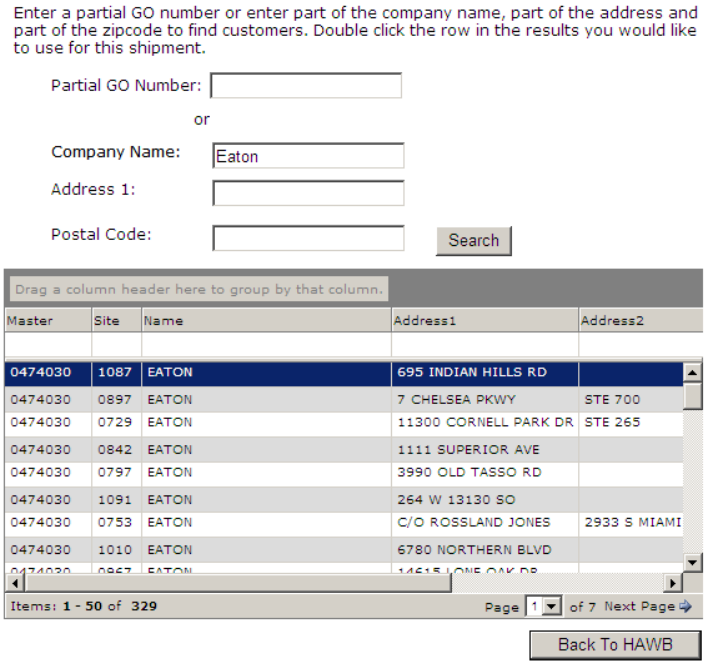
OR

If the customer is saved in the Corporate database then click the ... button to use any of the four search options to find the customer.

Enter a partial GO number or enter part of the company name, part of the address and part of the zipcode to find customers. Double click the row in the results you would like to use for this shipment.
Partial GO Number:
or
Company Name:
Address 1:
Postal Code:
Search
Drag a column header here to group by that column.
Master
Site
Name
Address1
Address2
There are no items to show in this view

(Exhibit 2-5)

In the search results grid select the company and click the Back to HAWB button.

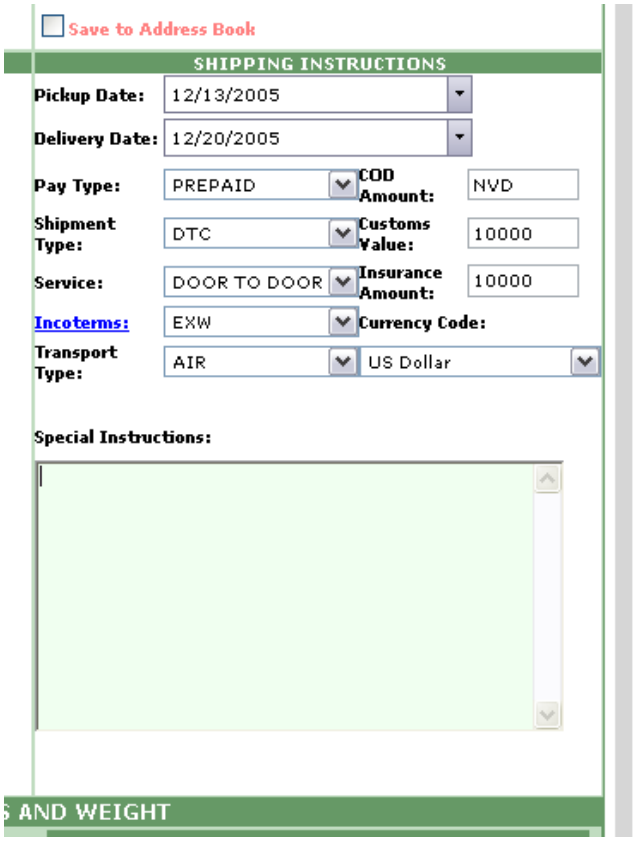

Enter a partial GO number or enter part of the company name, part of the address and part of the zipcode to find customers. Double click the row in the results you would like to use for this shipment.
Partial GO Number:
or
Company Name:
Eaton
Address 1:
Postal Code:
Search
Drag a column header here to group by that column.
Master
Site
Name
Address1
Address2
0474030 1087 EATON 695 INDIAN HILLS RD
0474030 0897 EATON 7 CHELSEA PKWY STE 700
0474030 0729 EATON 11300 CORNELL PARK DR STE 265
0474030 0842 EATON 1111 SUPERIOR AVE
0474030 0797 EATON 3990 OLD TASSO RD
0474030 1091 EATON 264 W 13130 SO
0474030 0753 EATON C/O ROSSLAND JONES 2933 S MIAMI
0474030 1010 EATON 6780 NORTHERN BLVD
Items: 1 - 50 of 329
Page 1 of 7 Next Page
Back To HAWB

(Exhibit 2-6)

The selected company will automatically fill the shipper information of HAWB Entry screen.

Shipping Instructions

The “SHIPPING INSTRUCTONS” contains a lot of important information about the shipment. Use the button beside the field for preselected options.



(Exhibit 2-7)

Pickup Date: Defaults to the current date and should be changed to the true pick-up date

Delivery Date: Defaults to seven days from the current date

> **Note:** *New dates can be set by clicking on the* *button beside Pickup and Delivery date fields. This will bring up a calendar that will allow you to select the correct dates.*

Pay Type: Select "Prepaid," "Collect," or "Third Party."

Shipment Type: "Consolidation" or "DTC"

> **Consolidation:** All other shipments (i.e. consolidations & back-to-back)

DTC: If consigning the MAWB direct to a consignee and not to an agent**Service:** Airport-to-Airport, Door-to-Airport, Airport-to-Door, & Door-to-Door

Incoterms: Select the Incoterm that corresponds to the service

> **Note**: *Select "Incoterms" link to open an explanation of the Incoterm 2000*

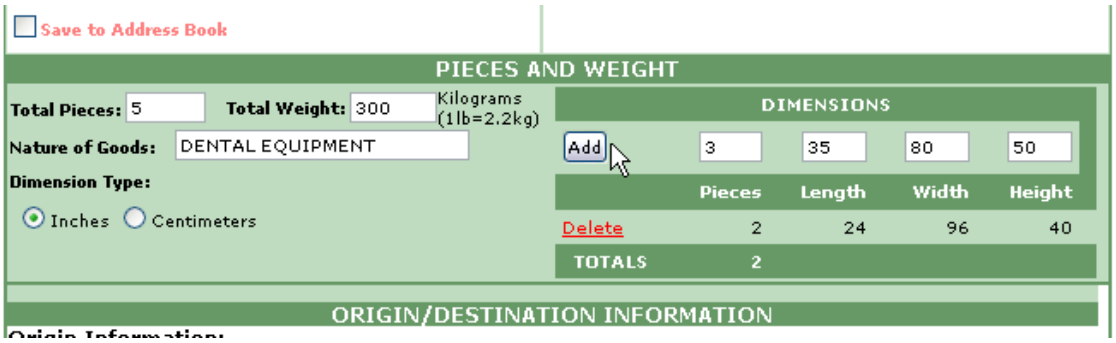
COD Amount: Defaults to NVD (*NoValue Declared)*

Customs Value: Defaults to NVD (*No Value Declared)*

Insurance Value: Defaults to NVD (*No Value Declared)*

Special Instructions: Free form space to type important shipping instructions

Pieces and Weight



(Exhibit 2-8)

THIS SECTION IS MANDATORY

Total Pieces: Total number of pieces for the entire shipment and not individual pieces

Total Weight: Total weight of all pieces in the shipment (*kilograms only*)

Nature of Goods: General description of commodity (i.e., Dental Equipment)

Dimension Type: Select "Inches" or "Centimeters"

Note: *Entries by foreign partners default to centimeters and must be changed to inches*

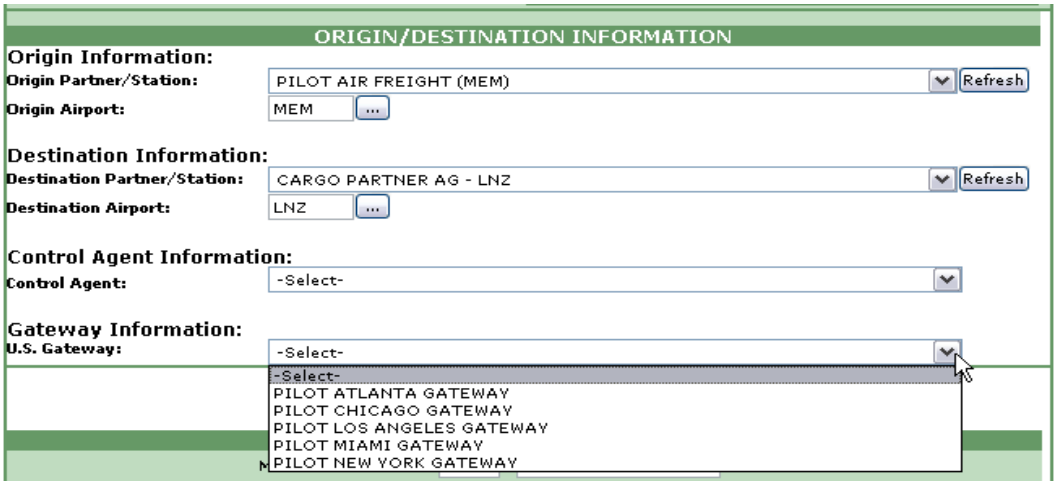
Dimensions: Four fields need to be completed: "Pieces", "Length", "Width" and "Height".

Click Add after entering each set of dimensions. Enter all dimensions until all pieces total "Total Pieces."

Origin and Destination Information

THIS SECTION IS MANDATORY*

This section determines who can view the shipment and if it downloads into PACE.



(Exhibit 2-9)

Origin Partner/Station: Origin office

Origin Airport: Departing airport/ocean port

Destination Partner/Station: Destination party receiving the shipment (i.e., recapping station for imports)

Destination Airport: Arriving airport/ocean port

Control Agent: Controlling office (not mandatory for all shipments)

U.S. Gateway: Gateway handling the export

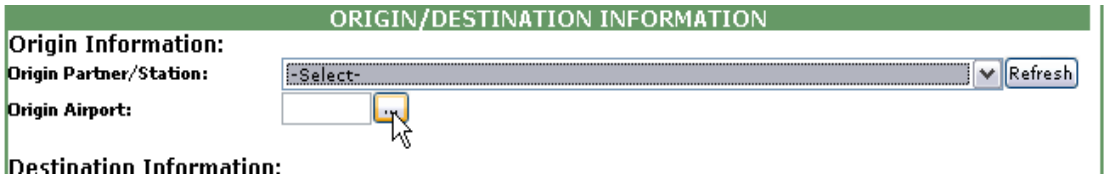
NOTE:

1. To select the "Origin/Partner Station" field, click the button to select from the options available. If there options are not available then try the following:

    a. Select the Refresh button beside the button, then follow the directions above

    b. You did not select a country in the "SHIPPER" box. Look in ***Shipper, Consignee, & Third Party Section*** for instructions on correctly entering information in the "SHIPPER" box. After selecting a country, return to the "Origin/Partner Station" field and click Refresh button.

2. To select the "Origin Airport or Destination Airport":

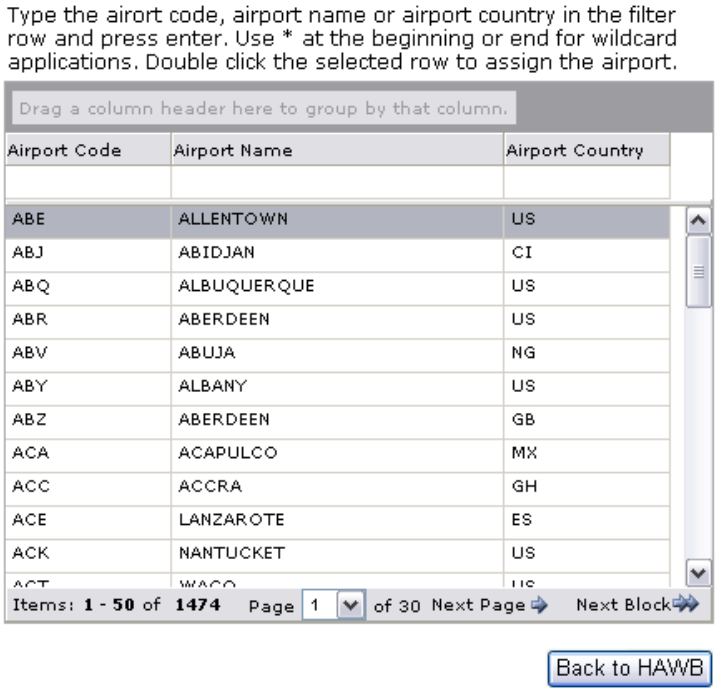


(Exhibit 2-10)

    a. If the Airport Code is known then, type directly into the field

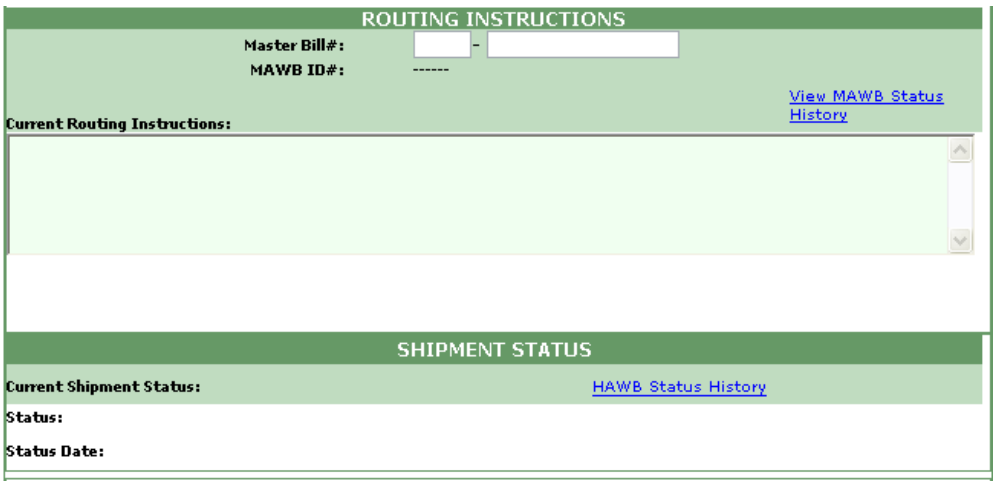
    b. If the airport code is not know then click the button beside the "Origin Airport" field to bring up an Airport Code search screen. There are three search options.

    Note: *Assign the closest airport for ocean ports (i.e., Port Everglade – MIA, Long Beach – LAX, or Jebel Ali – DXB)*


Type the airort code, airport name or airport country in the filter row and press enter. Use * at the beginning or end for wildcard applications. Double click the selected row to assign the airport.
Drag a column header here to group by that column.
Airport Code
Airport Name
Airport Country
ABE ALLENTOWN US
ABJ ABIDJAN CI
ABQ ALBUQUERQUE US
ABR ABERDEEN US
ABV ABUJA NG
ABY ALBANY US
ABZ ABERDEEN GB
ACA ACAPULCO MX
ACC ACCRA GH
ACE LANZAROTE ES
ACK NANTUCKET US
Items: 1 - 50 of 1474 Page 1 of 30 Next Page Next Block
Back to HAWB

(Exhibit 2-11)

Routing Instructions and Shipment Status



(Exhibit 2-12)

The MAWB information will appear in the Routing Instructions once the HAWB and MAWB are attached.

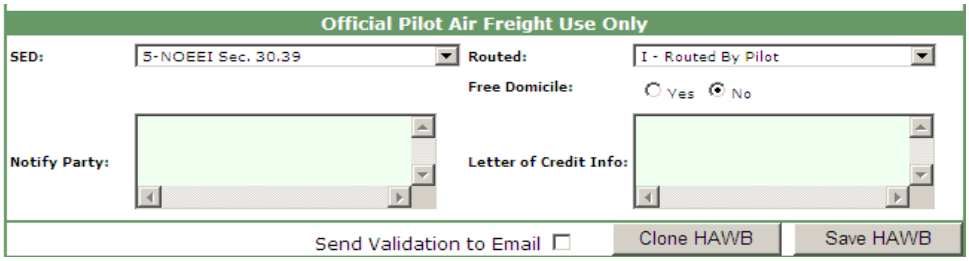
The Shipment Status shows the current status of the shipment. All HAWB status updates (i.e. inland to gateway) are done through this section of the IPA. HAWB Status's are listed below.

1. Waiting for Pickup
2. Pickup Scheduled
3. Picked Up
4. Inland To Gateway
5. Broker Notified
6. Customs Clearance Initiated

7. Released From Custom
8. Delivery Scheduled
9. Out For Delivery
10. Delivered
11. Canceled

Official Pilot Air Freight Use Only

The final section of the HAWB entry is unique to Pilot, but required to complete and entry in IPA and PACE.



(Exhibit 2-13)

SED: All U.S. exports require an export statement stamped on the HAWB and U.S. Customs manifest. See Automated Export System Procedures on how to file AES and 15 CFR Part 30 (posted on Operations Site).

1. **AES:** Use is AES is required
2. **BLANK** – *Entry does not exist in IPA v.2*
3. **NOEEI Sec. 30.37(a):** Used if the no commodity code exceeds $2,500
4. **AESPOST:** If the shipment is a post departure AES filer. The shipper's exemption statement is inserted
5. **NOEEI Sec. 30.39:** Exemption for shipments to U.S. Armed Services
6. **NOEEI Sec. 30.40:** Exemption for shipments to U.S. Government Agencies and Employees

Routed: The controlling party for export

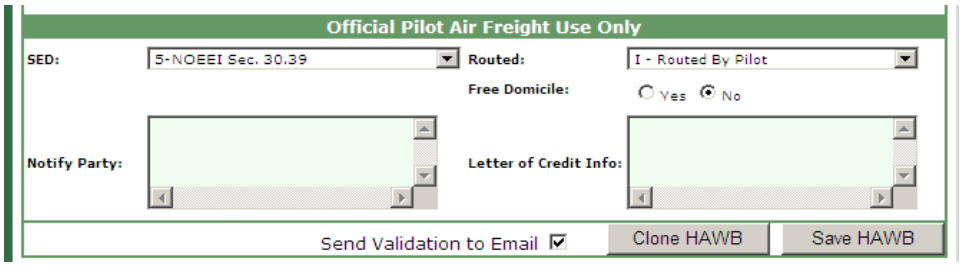
A. **Routed by Agent:** Controlled by the foreign partner
I. **Routed by Pilot:** Pilot controlled business
P. **Pilot/Agent Joint Sold:** Both Pilot and the foreign partner had a part in security this business

Free Domicile: Door-to-Door shipments that will have overseas charges billed back to the billable party (Yes / No)

Notify Party: Free form text to print in the Accounting/Notify box of the HAWB

Letter of Credit Info: Free form text that will print in the body of the HAWB

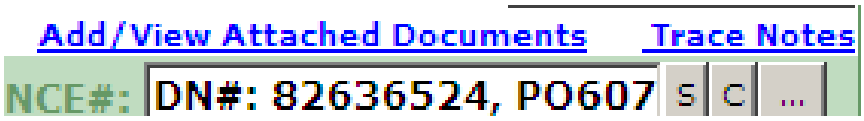
Saving HAWB & Validation Emails, HAWB#'s and Reference #'s



(Exhibit 2-14)

Select the check-box "Send Validation to Email". This will email all parties involved in the shipment, as well as those in your **Other Email Addresses** list (see ***Section 1-2-4***) once the shipment is saved. The recipients will receive an email notification that the shipment was updated.

Extra Features – Add/View Attached Documents & Trace Notes



Add/View Attached Document: Scanned HAWB's and supporting documentation can be attached

Trace Notes: Internal and customer comments (posted on the Co-Pilot Tracking site) can be entered to the partner and customer

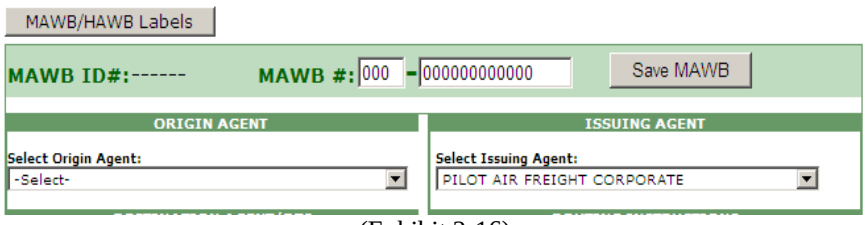
Creating a MAWB

(Exhibit 2-15)

The MAWB Entry screen is accessed by selecting **MAWB ENTRY** option on the menu bar.

Note: *Do not to use your browser's* Back, Forward *or* Refresh *buttons unless you have saved your information first!*

Enter the carrier air waybill # in "MAWB#" field. The IPA will add four zeros to each MAWB# (i.e., 000123456789). The IPA will generate a **MAWB ID#** which can be used by all parties to track the shipment.



(Exhibit 2-16)

Destination Agent / DTC

(Exhibit 2-17)

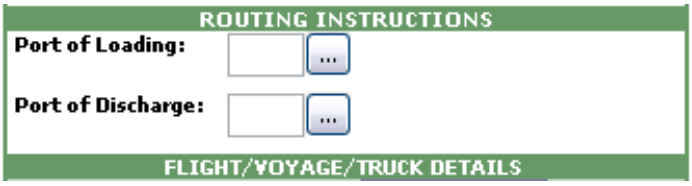
DESTINATION AGENT: Select the foreign partner the MAWB will be consigned

NOTE: *Partners are listed in alphabetical order and not agent ranking. Refer to PACE for the agent ranking.*

DTC: Select the DTC box if the MAWB is consigned to the consignee entered on the HAWB

NOTE: *The consignee information does not need to be completed for DTC shipments*

Routing Instructions

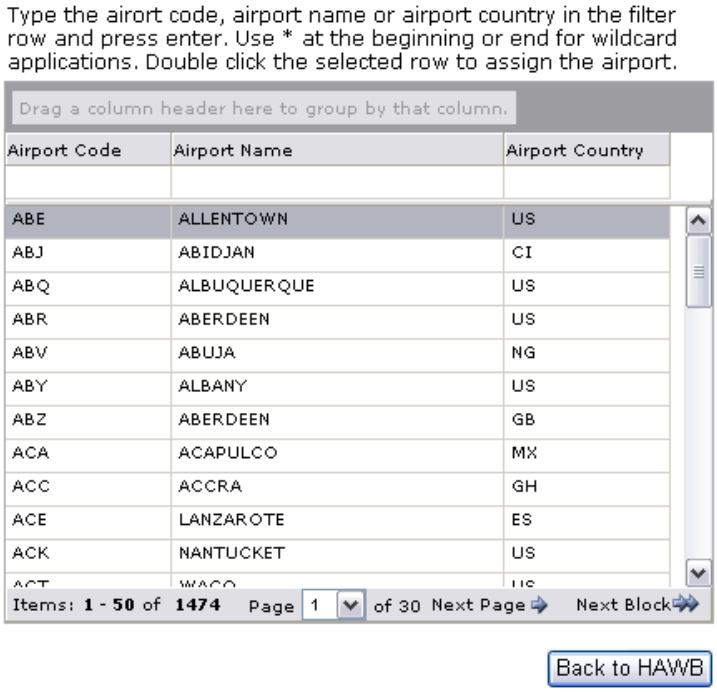


(Exhibit 2-18)

a. If the Airport Code is known then, type directly into the field

b. If the airport code is not know then click the ... button beside the "Origin Airport" field to bring up an Airport Code search screen. There are three search options

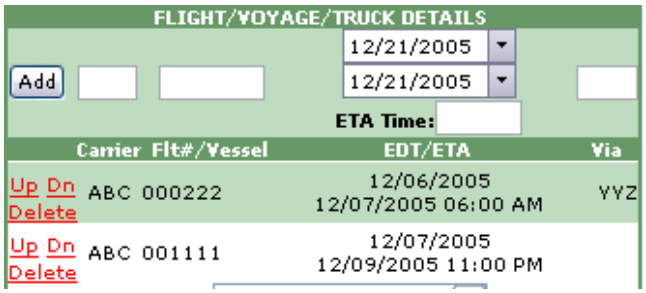
Note: *For ocean shipments the closest corresponding airport code should be used (i.e., Port Everglade – MIA, Long Beach – LAX, or Jebel Ali – DXB)*


Type the airort code, airport name or airport country in the filter row and press enter. Use * at the beginning or end for wildcard applications. Double click the selected row to assign the airport.
Drag a column header here to group by that column.
Airport Code
Airport Name
Airport Country
ABE ALLENTOWN US
ABJ ABIDJAN CI
ABQ ALBUQUERQUE US
ABR ABERDEEN US
ABV ABUJA NG
ABY ALBANY US
ABZ ABERDEEN GB
ACA ACAPULCO MX
ACC ACCRA GH
ACE LANZAROTE ES
ACK NANTUCKET US
Items: 1 - 50 of 1474 Page 1 of 30 Next Page Next Block
Back to HAWB

(Exhibit 2-19)

Flight / Voyage / Truck Details

Flight and Voyage details are entered in this section. The routing should be detailed leg by leg. This information is displayed in the "Routing Instruction" on the HAWB entry.



(Exhibit 2-20)

Enter the information in the following format

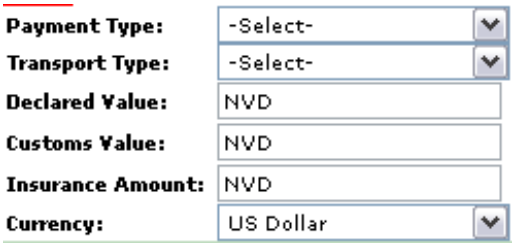
1. **IATA/SCAC Code:** two or four letter alpha abbreviation for the airline of steamship line
2. **Flight/Voyage #:** Assigned flight # or voyage # for the vessel
3. **Date of Departure**
4. **Date of Arrival**
5. **Via:** Connection city (*leave blank if final destination*)

Click Add to enter each flight/voyage

Click Up Dn to move adjust the order

Click Delete to delete a flight/voyage

Terms of MAWB



(Exhibit 2-21)

Payment Type: Prepaid or Collect

Transport Type: Air, Ocean, or Ground

Declared Value: NVD (N*o Value Declared)* –Default setting unless advised by claims to enter a value

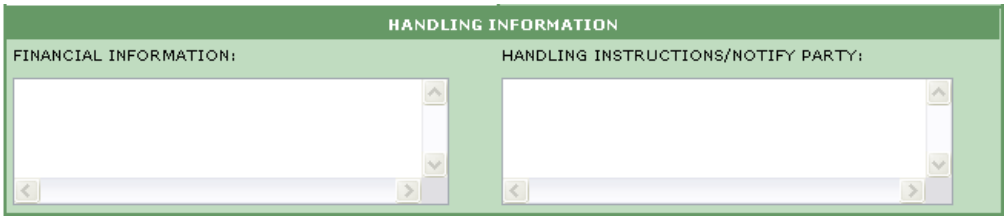
Customs Value: NVD (N*o Value Declared)* – Default setting unless a DTC shipment

Insurance Amount: NVD (N*o Value Declared)* – Default setting unless advised by claims to enter a value

Currency: US Dollar

> **Note:** *Entries by foreign partners default to centimeters their local currency. These items must be changed prior to downloading into PACE.*

Handling Information

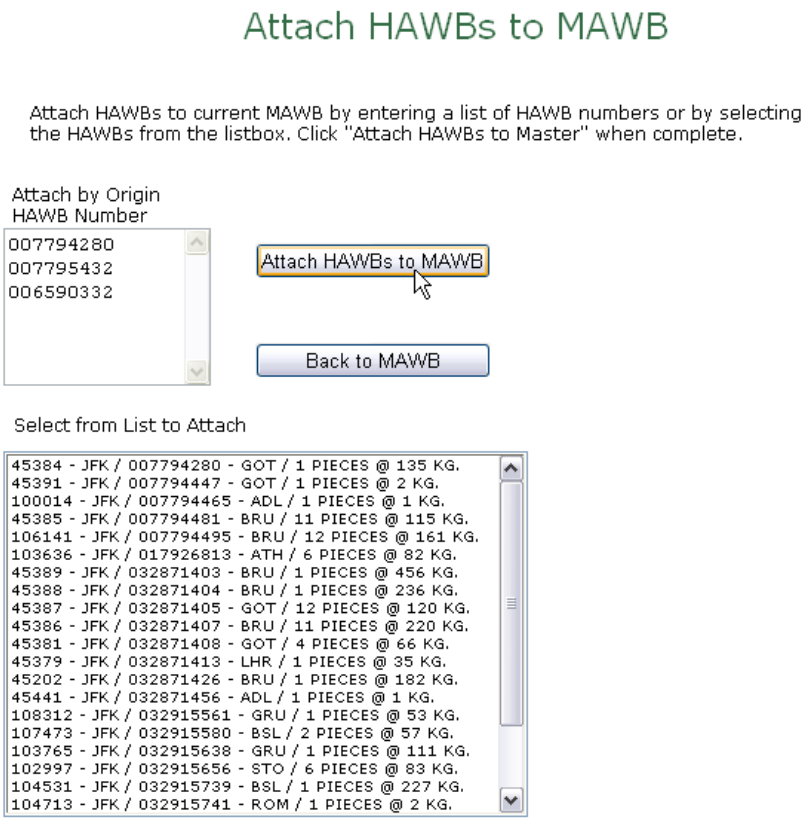


(Exhibit 2-23)

Financial Information (Accounting Information): Free form text to print in the Accounting/Notify box of the MAWB

Handling Instructions/Notify Party: Free form text that prints in the "Handling Information" on the MAWB

Attaching HAWBs to a MAWB


Attach HAWBs to MAWB
Attach HAWBs to current MAWB by entering a list of HAWB numbers or by selecting the HAWBs from the listbox. Click "Attach HAWBs to Master" when complete.
Attach by Origin
HAWB Number
007794280
007795432
006590332
Attach HAWBs to MAWB
Back to MAWB
Select from List to Attach
45384 - JFK / 007794280 - GOT / 1 PIECES @ 135 KG.
45391 - JFK / 007794447 - GOT / 1 PIECES @ 2 KG.
100014 - JFK / 007794465 - ADL / 1 PIECES @ 1 KG.
45385 - JFK / 007794481 - BRU / 11 PIECES @ 115 KG.
106141 - JFK / 007794495 - BRU / 12 PIECES @ 161 KG.
103636 - JFK / 017926813 - ATH / 6 PIECES @ 82 KG.
45389 - JFK / 032871403 - BRU / 1 PIECES @ 456 KG.
45388 - JFK / 032871404 - BRU / 1 PIECES @ 236 KG.
45387 - JFK / 032871405 - GOT / 12 PIECES @ 120 KG.
45386 - JFK / 032871407 - BRU / 11 PIECES @ 220 KG.
45381 - JFK / 032871408 - GOT / 4 PIECES @ 66 KG.
45379 - JFK / 032871413 - LHR / 1 PIECES @ 35 KG.
45202 - JFK / 032871426 - BRU / 1 PIECES @ 182 KG.
45441 - JFK / 032871456 - ADL / 1 PIECES @ 1 KG.
108312 - JFK / 032915561 - GRU / 1 PIECES @ 53 KG.
107473 - JFK / 032915580 - BSL / 2 PIECES @ 57 KG.
103765 - JFK / 032915638 - GRU / 1 PIECES @ 111 KG.
102997 - JFK / 032915656 - STO / 6 PIECES @ 83 KG.
104531 - JFK / 032915739 - BSL / 1 PIECES @ 227 KG.
104713 - JFK / 032915741 - ROM / 1 PIECES @ 2 KG.

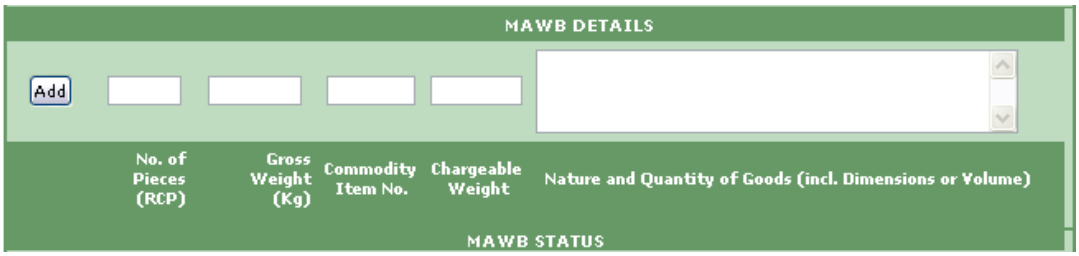
(Exhibit 2-32)

Attaching the HAWB and MAWB is done in the "ATTACHED HAWBS" box. Click the Attach HAWBs to Master button. Once the Attach HAWBs to MAWB screen appears, there are two options:

1. If the HAWB Number is known then type the HAWB # and click Attach HAWBs to Master for the HAWBs to attach. When all HAWB #'s have been entered click the Back to MAWB button

2. Choose the HAWB # from the "Select from List to Attach" field:
    a. Select all the HAWB #'s in the consolidation
    b. When all HAWB #'s have been entered click the Back to MAWB button

MAWB Details



(Exhibit 2-34)

THIS SECTION IS MANDATORY

No. of Pieces (RCP): Total number of pieces in the consolidation

Gross Weight (Kg): Actual weight of the consolidation

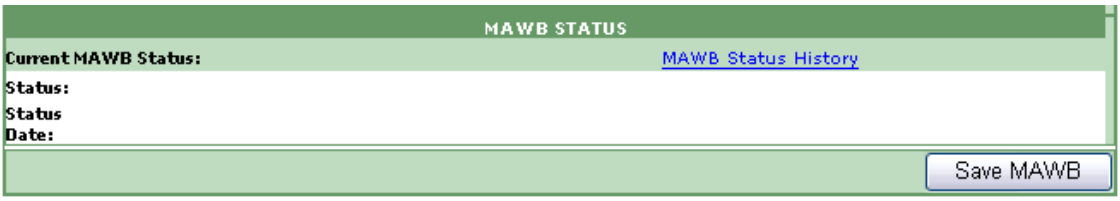
Commodity Item No.: Only necessary if the airline is offering commodity specific pricing

Chargeable Weight: The chargeable rate for the consolidation

Nature and Quantity of Goods (incl. Dimension or Volume): Free form text for the description and dimension. Leave blank for consolidations (Defaults to "Consolidations per attached")

Click Add **button** after entering pieces, weight and description

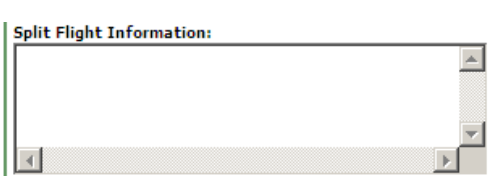
MAWB Status



(Exhibit 2-35)

The MAWB Status shows the current status of the MAWB and attached HAWBs. All MAWB updates (i.e., Confirmed on Board) are done through this section of the IPA. MAWB status changes update all HAWB's included in the consolidation. MAWB status's are listed below.

1. Initial Booking (Default Status)
2. Updated Booking
3. Confirmed on Board
4. Documents Recovered

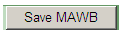


NOTE: *Split shipments and booking changes should be updated in "Trace Notes" and "Split Flight Information" sections*

Official Pilot Air Freight Use Only

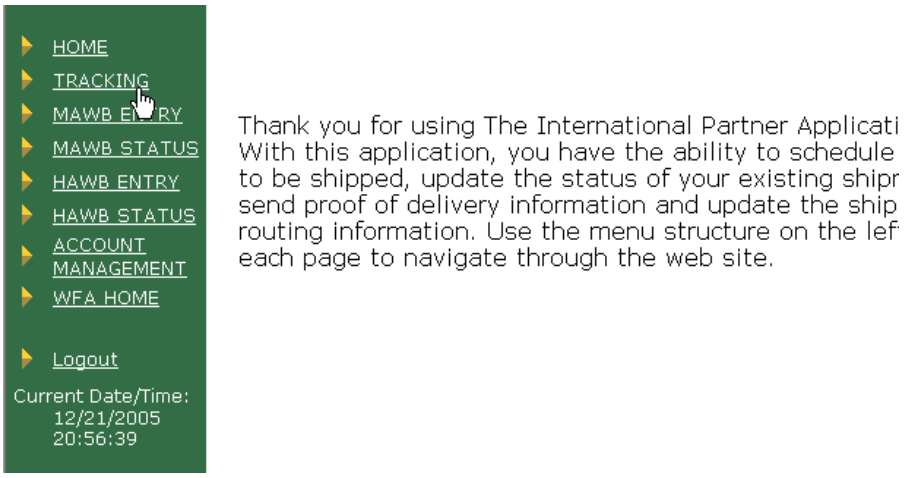
This section is used for ground, ocean, and co-loader MAWB's. If the carrier's prefix is four digits or an alpha numeric bill of lading then enter the prefix and MAWB #, for recapping purposes, in this section to download into PACE.

Saving Your MAWB

Click  button to save all data and download into PACE

Section 2: Tracking / Updating / Reporting

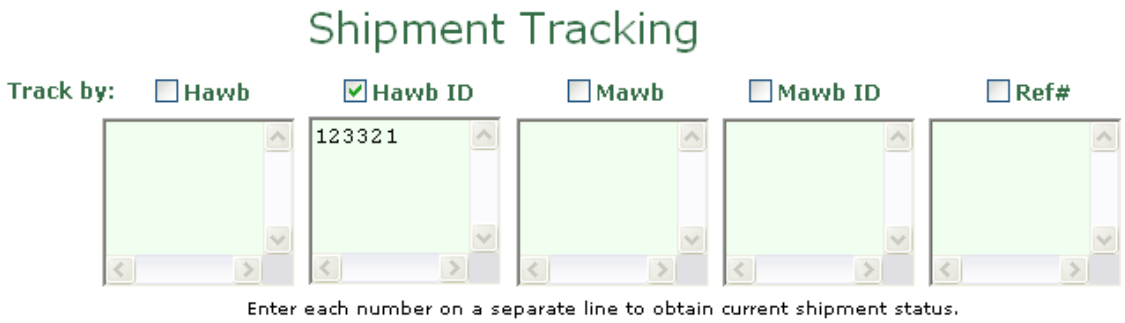
Tracking Search Functions


HOME
TRACKING
MAWB ENTRY
MAWB STATUS
HAWB ENTRY
HAWB STATUS
ACCOUNT MANAGEMENT
WFA HOME
Logout
Current Date/Time:
12/21/2005
20:56:39
Thank you for using The International Partner Applicati
With this application, you have the ability to schedule
to be shipped, update the status of your existing shipr
send proof of delivery information and update the ship
routing information. Use the menu structure on the lef
each page to navigate through the web site.

(Exhibit 3-1)

The Shipment Tracking screen allows you to search for house and master air waybills by number (i.e., HAWB ID#), origin, destination and reference #. Shipment Tracking can be accessed by clicking the **TRACKING** option in the menu.

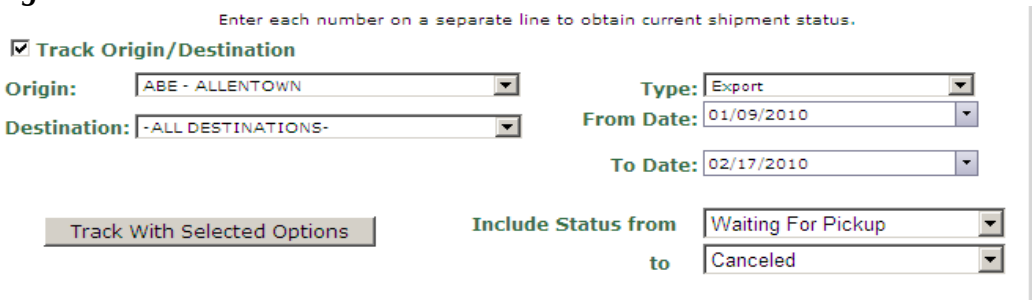
Tracking by the Numbers



(Exhibit 3-2)

Shipment Tracking screen has five fields (HAWB, HAWB ID, MAWB, MAWB ID, and Ref #) that can be tracked individually or on all five criteria at the same time. Enter all applicable numbers related to the shipment and select Track With Selected Options button.

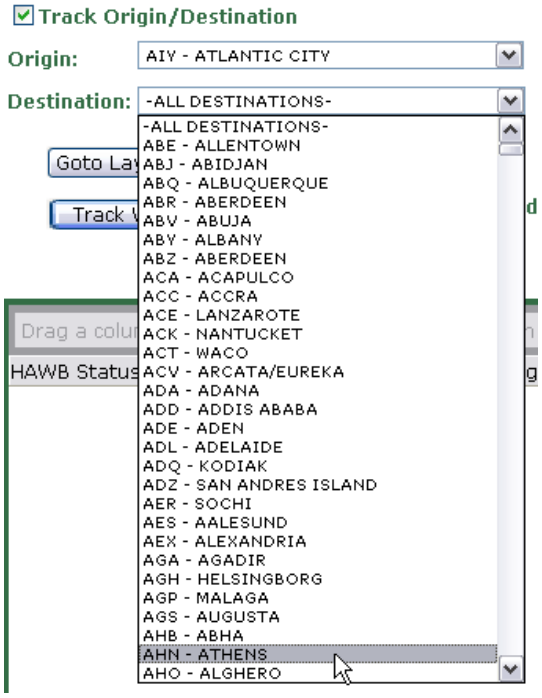
Tracking by Origin / Destination



(Exhibit 3-3)

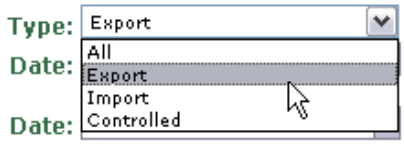
If only the origin and destination are known then select Track Origin/Destination option.

1. Select the origin or destinations or both



(Exhibit 3-4)

2. Select the "Type" *("All" will yield the largest results)*

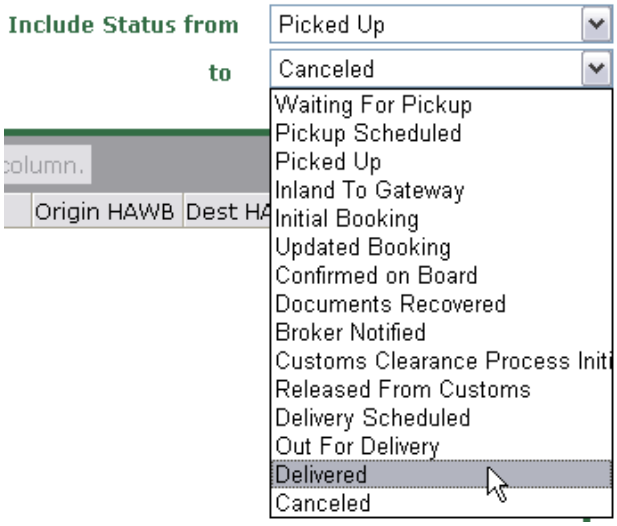


(Exhibit 3-5)

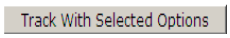
3. Select the "Date" (*do not exceed 45 days*)

(Exhibit 3-6)

4. Select the "Status" *("Waiting for Pick Up" through "Canceled" will yield the largest results*)



(Exhibit 3-7)

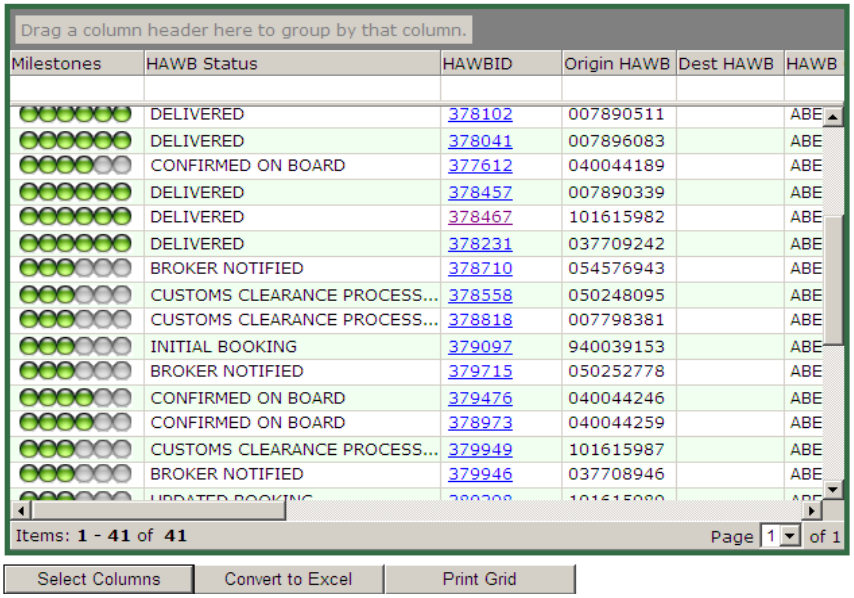
5. Once the search criteria is determined then click on the 

button.

Tracking Display

The tracking results will display in a grid format. Shipments can be sorted by each column heading. In order to view the HAWB or MAWB details then select the linked "HAWBID" for house air waybill information and "MAWBID" for master air waybill information. Shipments are only visible if your office is one of the following.

- Origin Station
- Destination Station
- Control Station
- Gateway

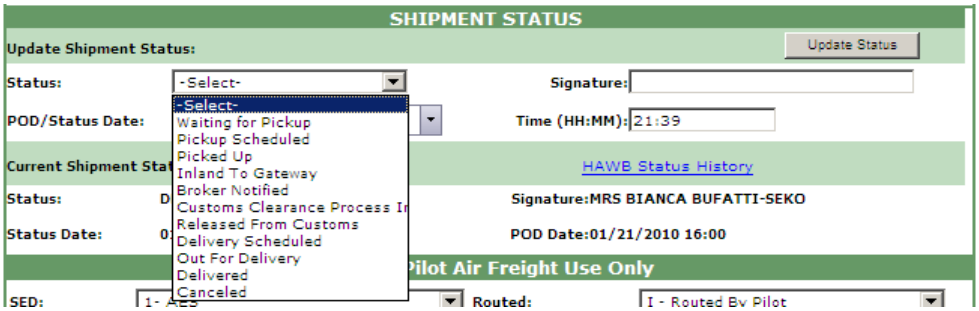

Drag a column header here to group by that column.
Milestones
HAWB Status
HAWBID
Origin HAWB
Dest HAWB
HAWB
DELIVERED 378102 007890511 ABE
DELIVERED 378041 007896083 ABE
CONFIRMED ON BOARD 377612 040044189 ABE
DELIVERED 378457 007890339 ABE
DELIVERED 378467 101615982 ABE
DELIVERED 378231 037709242 ABE
BROKER NOTIFIED 378710 054576943 ABE
CUSTOMS CLEARANCE PROCESS... 378558 050248095 ABE
CUSTOMS CLEARANCE PROCESS... 378818 007798381 ABE
INITIAL BOOKING 379097 940039153 ABE
BROKER NOTIFIED 379715 050252778 ABE
CONFIRMED ON BOARD 379476 040044246 ABE
CONFIRMED ON BOARD 378973 040044259 ABE
CUSTOMS CLEARANCE PROCESS... 379949 101615987 ABE
BROKER NOTIFIED 379946 037708946 ABE
Items: 1 - 41 of 41
Page 1 of 1
Select Columns
Convert to Excel
Print Grid
(Exhibit 3-8)

The tracking board can be customized to a specific layout by selecting Select Columns and selecting from the column options. Tracking results can also be exported to Excel for further sorting by selecting Convert to Excel. The tracking results can also be printed in their current format by selecting Print Grid.

Updating Shipments & Status

Shipments downloaded from Co-Pilot, entered by an international partner, or Pilot station will require a status update or general update (i.e., piece, weight, & dimensions). All shipments entered and updated on the IPA v.2 are transmitted to the Co-Pilot Tracking System.

Track the shipment and select the link "HAWBID" or "MAWBID" to enter into the shipment to perform the update. If the update is a status change then select the appropriate status and click on the Update Status button. Status updates can also be performed by going directly to "HAWB STATUS" and MAWB STATUS" and entering the HAWB and MAWB # if already known.



(Exhibit 3-9)

NOTE: *Status's are split between HAWB and MAWB status's. Refer to Shipment Entry in Sect. 2 for HAWB and MAWB status's*

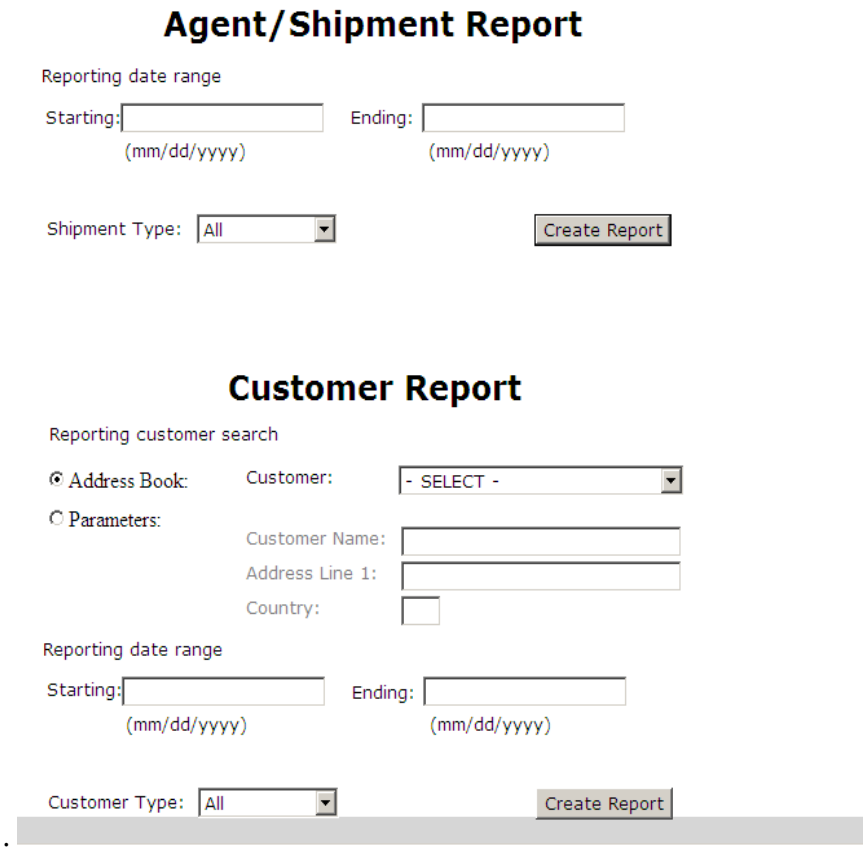
Status updates can also be performed by going to "HAWB STATUS" and MAWB STATUS" if the shipment's HAWB and MAWB # are already known.

If update is to the shipment details (i.e. piece, weight, dimensions, etc) then make the appropriate change and select Save HAWB.

NOTE: *Shipments already downloaded into PACE and being updated on the IPA v.2 will not re-update PACE. A Separate update will be required in PACE or delete the PACE entry and download the IPA information again by selecting* Save HAWB

IPA Reports

Shipment reports can be run directly from IPA by selecting "REPORTS" from the menu. There are 2 reports options and all reports are emailed in an Excel format.



(Exhibit 3-10)

Agent/Shipment Reports: This is the simplest report. It is based on a date range and the "Shipment Type" (*i.e., all, inbound, outbound, and control*).

Customer Reports: This report is based on a specific customer, date range, and customer type (i.e., shipper, consignee, and third party). The report will generate all "Shipment Types" for a specific customer.